**Name -** mobile number
email

Address on one line

**Personal Profile**

Summarise your skills and attributes (personal characteristics) that you think are relevant to the type of job role you are interested in e.g. hard-working, well-organised, effective communicator, experienced team-player, confident IT user, artistic, creative ………………. Outline why you are interested in this type of job role – it might be due to a work experience, part-time job, hobby, leisure activity…………………..

**Education and Qualifications**

Start with Callywith College. For example, for a Level 2 student:

**Callywith College,** Old Callywith Rd, Bodmin PL31 2GT– (September 2022 – June 2023)

BTEC First Business Certificate - predicted grade: MM

GCSE English – predicted grade: 4

GCSE Maths – predicted grade: 4

Then list your secondary school or schools and qualifications achieved – see below.

**X School, address** (September 2017 – June 2022)

**GCSEs/BTECs**

|  |  |  |  |
| --- | --- | --- | --- |
| English Language |  | Health and Social Care |  |
| English Literature |  | Business Studies |  |
| Maths  |  | PE |  |
| Science  |  | Photography |  |

**Employment**

Include all part-time jobs and work experience placements in chronological order. Name the business and state the dates and summarise the type of tasks you completed e.g. serving customers, assisting with food preparation…………………

**Interests**

You may have touched on these in your personal profile. Briefly explain your key interests, these may be linked to cooking, sport, music, art, IT……………………………

**Achievements and Responsibilities**

You may have achieved some awards at secondary school or through sporting or other activities outside school/college. In addition, you may have held positions of responsibility in or out of school e.g. prefect, house captain, captain of a sports team or …………………….

**Referees**

In recent years there has been a move away from naming referees (people who give you a reference) on your CV. With many CVs these days being uploaded to job sites and online portals, the security of data has become an issue. Instead, you can simply state ‘References available on request’. You should identify at least two referees you will use if requested. One is usually in education (your tutor) and the second in employment (your manager/owner at a part-time job or work experience placement).